195th Commencement Exercises

Schedule of Graduation Activities

MAR 01 - MAY 22

VERIFICATION OF TENTATIVE LIST OF CANDIDATES AND PAYMENT OF ACADEMIC ATTIRE

MAR 30

REQUEST OF TRANSCRIPT OF RECORDS WITH DATE OF GRADUATION

MAY 23-24

CLA, CCS, GCOE *(May 23)*
RVRCOB, SOE, COS, BAGCED *(May 24)*

- Claiming of Academic Attire
- Payment for Photo Coverage
- Sacrament of Reconciliation (Confession)
- Graduation Picture-Taking
- Baccalaureate Mass
- College Recognition Rites

MAY 27

SENDING OF INVITATION AND GRADUATION E-TICKETS VIA EMAIL

JUN 03

COMMENCEMENT EXERCISES

(Reception Hall, Philippine International Convention Center)

CLA, GCOE, CCS
07:00 - 08:30 (Assembly of Graduates) / 08:30 (Processional)
09:00 to 12:00 (Commencement Exercises)

SOE, RVRCOB, COS, BAGCED
13:30 - 14:30 (Assembly of Graduates) / 14:30 (Processional)
15:00 to 18:00 (Commencement Exercises)

JUN 10

RETURNING OF ACADEMIC ATTIRE / CLAIMING OF GRADUATION PICTURES

(2nd Floor, Enrollment Services Hub Lobby)
13:00 to 19:00

195th Commencement Exercises

Schedule of Graduation Activities

MAY 23 — CLA, CCS, GCOE

- **Claiming of Academic Attire**
  (2nd Floor Enrollment Services Hub - Lobby)
  07:30 to 08:10 - CLA
  08:20 to 08:40 - CCS
  08:50 to 09:30 - GCOE
- **Payment for Photo Coverage**
  (2nd Floor Enrollment Services Hub - Lobby)
  07:30 to 09:30
- **Sacrament of Reconciliation (Confession)**
  (Pearl of the Great Price Chapel, Ground Floor La Salle Hall North Wing)
  08:30 to 10:00
- **Graduation Picture-Taking**
  (The Verdure- 4/F Henry Sy Sr. Hall)
  08:30 to 09:10 - CLA
  09:20 to 09:40 - CCS
  09:50 to 10:30 - GCOE
- **Baccalaureate Mass**
  (Most Blessed Sacrament Chapel, St. La Salle Hall)
  13:00 to 14:30

MAY 24 — RVRCOB, SOE, COS, BAGCED

- **Claiming of Academic Attire**
  (2nd Floor Enrollment Services Hub - Lobby)
  07:30 to 08:10 - RVRCOB
  08:20 to 08:40 - SOE
  08:50 to 09:05 - COS
  09:15 to 09:30 - BAGCED
- **Payment for Photo Coverage**
  (2nd Floor Enrollment Services Hub - Lobby)
  07:30 to 09:30
- **Sacrament of Reconciliation (Confession)**
  (Pearl of the Great Price Chapel, Ground Floor La Salle Hall North Wing)
  08:30 to 10:00
- **Graduation Picture-Taking**
  (The Verdure- 4/F Henry Sy Sr. Hall)
  08:30 to 09:10 - RVRCOB
  09:20 to 09:40 - SOE
  09:50 to 10:05 - COS
  10:15 to 10:30 - BAGCED
- **Baccalaureate Mass**
  (Most Blessed Sacrament Chapel, St. La Salle Hall)
  13:00 to 14:30

GUIDELINES

Verification of Tentative List of Candidates

* An email confirmation will be sent to the confirmed graduates starting **01 March 2023**. Please ensure that the degree and award (if any) are correct against the email sent to your official DLSU Gmail account.
* For corrections, please send an email to registrar@dlsu.edu.ph.

Payment for Academic Attire

* Payment for the Rental of Academic Attire may be done starting **01 March 2023** until **20 May 2023.** Deposit your Academic Attire payment to:
  Banco De Oro
  Account Name: **Juanito C. Tabamo**
  Account No.: **003940675940**
  (Note: Online bank payment or online Fund Transfer strictly not allowed)
* Present your ID and the ORIGINAL DEPOSIT SLIP during the schedule of Claiming of Academic

Toga Price List:

Baccalaureate Degree:	Php 1,100.00 (inclusive of Php 500 refundable deposit)
Master's Degree:	Php 1,300.00 (inclusive of Php 500 refundable deposit)
Doctorate Degree:	Php 1,500.00 (inclusive of Php 500 refundable deposit)
School of Law:	Php 2,000.00 (inclusive of Php 500 refundable deposit)

* *Note: For Ladderized and Straight Programs, the Academic Attire for the Higher Degree must be rented and will be used during Commencement Exercises*

195th Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

Request of Transcript of Records with Date of Graduation

- Starting **30 March 2023**, Transcript of Records with Date of Graduation may be requested online at http://www.dlsu.edu.ph/offices/registrar/document_request.

Claiming of Academic Attire

- Students must wear and scan their DLSU ID upon entry to the University. There is no need to go through the Information Desk. A list of candidates for graduation is also provided to the Security Personnel manning the gates.
- Students **must** present their DLSU ID and **original copy of deposit slip** for Toga payment upon claiming of the academic attire.
- An authorized representative may claim the academic attire. Please provide your representative with: (1) an authorization letter bearing your signature; (2) a photocopy of your DLSU ID or any valid government-issued ID; and (3) a photocopy of your representative's valid government-issued ID.
- Students must inspect if the set of academic attire given by the supplier is complete and correct.
- Students must try the academic attire for fitting immediately outside the venue. Only those with wrong specification from what was indicated in the online ATG will be replaced by the supplier.
- The **claiming of academic attire will start and end as scheduled.** Academic attires not claimed within the schedule may be claimed starting 2:00pm from the supplier's office (9268 Mactan St., Guadalupe, Makati City.
- Inquiries related to academic attire rental may be directed to JC Tabamo Toga Rental (c/o Ms. Susan Tabamo) through Tel No. 8555-1894, Mobile No. 09061585339, email j.c.tabamotoga@gmail.com, or www.facebook.com/TabamoTogaRental.
- Students who will not follow the schedule will not be accommodated and will have to claim their toga from the supplier's office.
- Students not wearing the academic attire will not be allowed to join the Baccalaureate Mass and the Class Picture-Taking.

Payment for Photo Coverage

- The university authorized **Floro International Corporation** to provide the exclusive photo/ video coverage at PICC.
- Inquiries related to photograph coverage may be directed to Floro International Corporation. (c/o Christina Laysico or Hannah Grace Quiapo) 8567-2800 e-mail fbpzen@florofoto.com, www.facebook.com/florofoto).
- Florofoto offers the below **package if ordered and paid at DLSU**:
  - *Photo Coverage and Video Coverage: Php 1,000.00*
    - *Colored Pictures and Video in DVD format*
    - *Graduation Picture (8x10, color), Receiving of Diploma (5x7, color)*
    - *Picture with Parents (5x7, color)*
  - *Soft Copy of Class Picture and Receiving of Diploma: Php 100. 00 (optional)*
  - *Portrait with frame: Php 1,000.00 (optional)*

195th Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

Graduation Picture Taking

* The schedule includes those graduating from Undergraduate, Master's and Doctoral Programs.
* Students should be in their academic attire over semi-formal wear.
* **Late comers will not be allowed to join their college for the graduation picture taking.**

Baccalaureate Mass

* Students should be in their academic attire over semi-formal wear.
* **There will be no awarding of medals during the Baccalaureate Mass.**

College Recognition Rites

* Honorable Mention, Departmental (e.g., excellence, outstanding thesis/dissertation) and Loyalty Awards are given during the College Recognition Rites.

Date	College	Time	Venue
23 May (Tue)	CCS	15:00 – 17:00	*Andrew Gonzalez Multi-Purpose Hall (20/F)*
	CLA	15:00 – 17:00	Teresa Yuchengco Auditorium
	GCOE	15:00 – 17:00	NFRG Auditorium, A1800
24 May (Wed)	SOE	15:00 – 17:00	*Andrew Gonzalez Multi-Purpose Hall (20/F)*
	COS	15:00 – 17:00	William Shaw Little Theater
	BAGCED	15:00 – 17:00	NFRG Auditorium, A1800
	RVRCOB	15:00 – 17:00	Teresa Yuchengco Auditorium

Distribution of Invitation and Graduation E-Tickets

* **There will no longer be a graduation rehearsal.**
* An email containing the Invitation Program, General Reminders and E-Tickets for guests will be sent to all the graduates included in the Commencement Exercises on **27 May 2023**.
* All graduates involved are highly encouraged to read the General Reminders for their guidance on the flow and other important information related to the ceremonies.

Commencement Exercises

* **As this is a formal event, all graduates should be in their academic attire over semi-formal wear. All guests should be in their semi-formal or business attire.**
* E-tickets issued for guests are monitored by serial numbers. Selling of E-tickets to scalpers and other parties can be a cause for a disciplinary case. **The No E-ticket, No Entry Policy is strictly implemented.**
* It is not advisable to deal with freelance photographers outside PICC. They will not be permitted inside the Plenary Hall to take pictures.
* Corsage is not required at the Commencement Exercises.
* The Commencement Exercises may be viewed via live streaming in this link http://live.dlsu.edu.ph.

195th Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

Returning of Academic Attire

* Student must wear and scan his/her DLSU ID upon entry to the University. There is no need to go through the Information Desk. A list of candidates for graduation is also provided to the Security Personnel manning the gates.
* The Acknowledgement Receipt and ID must be presented for refund of the deposit.
* An additional rental fee of Php 500.00 will be charged for every day of delay in returning the academic attire; this should be returned at the Supplier's Office *(9268 Mactan Street, Guadalupe, Nuevo Makati City)*.

Claiming of Graduation Pictures

* Florofoto Official Receipt must be presented to claim pictures.

DE LA SALLE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
(632) 8524-46-11 local 245 (DLSU Trunkline)
Mon-Fri 9:00am–12:00nn & 1:30pm–4:30pm/Sat 9:00am – 12:00nn
registrar@dlsu.edu.ph